

# National Archives and Records Administration (NARA)

## Publication Order Form

Some publications may be downloaded free from the NARA website, at:  
<http://www.archives.gov/publications/records-mgmt.html>

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency Information:

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street Number

\_\_\_\_\_

City

State

Zip Code

Phone: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Description	Size (posters) Small (8 ½ x 11) Large (18 x 24)	Quantity*
Does This Look Like Your Office?		
Don't Mess Up Your Reputation, Organize Your Information (poster)		
Moving? Consolidating? Reorganizing? (poster)		
It's Never Too Early To Think About Records Management (poster)		
Tips for Scheduling Potentially Permanent E-mail Messages <i>New!</i>	-----	
Tips for Scheduling Potentially Permanent Scanned Images of Textual Records <i>New!</i>	-----	
Tips for Scheduling Potentially Permanent Records in Portable Document Format (PDF) <i>New!</i>	-----	
Tips for Scheduling Potentially Permanent Digital Photographic Records <i>New!</i>	-----	
Tips for Scheduling Potentially Permanent Digital Geospatial Data Records <i>New!</i>	-----	
Tips for Scheduling Potentially Permanent Web Content Records <i>New!</i>	-----	
The RM Profile	-----	
Building Records Management into Business Processes <i>New!</i>	-----	
Records Management Training Catalog	-----	
How to prepare for an Appraisal Meeting	-----	
Appraisal Policy of the National Archives and Records Administration		
Electronic Records Management (ERM) Resource Guide	-----	
Transferring Permanent Electronic Records to NARA: Answers to the Top 5 Questions	-----	
Pre-Accessioning: A Strategy for Preserving Permanent Electronic Records	-----	
Documenting Your Public Service	-----	
What you need to know... in the Enterprise Content World, Records Systems	-----	
Records Management for Everyone CD (limit 1)		

*Quantities Limited to 25 per person per publication unless otherwise noted*

**Please Fax Order Form to 301-837-3699 Attention: Alix Watson**